

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **JUNIOR ACCOUNTANT**

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Jurisdictional Class: **Competitive**  
Date Adopted: **April 26, 2001**  
Date Revised:  
Jurisdictions: **County, Schools**  
Union Status: **CSEA (County)**  
Pay Grade: **14 (County)**

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**DISTINGUISHING FEATURES OF THE CLASS:** Performs moderately complex accounting work under the general supervision of a higher level accountant. This class differs from that of an Accountant by performing less complex accounting work that is subject to greater review and audit and by having limited responsibility for maintaining an agency's most important accounting records. Direct supervision may be exercised over clerical and accounting personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares and makes entries in computerized financial system, including those in the general ledger and subsidiary ledgers;  
Maintains double entry books, classifying and recording receipts and expenditures, distributing items according to standard;  
Compiles and computes payroll data verifying and posting changes, including hours worked, deductions, tax changes, overtime, etc. and prepares payroll;  
Balances and reconciles cash accounts;  
Establishes or assists in establishing cash flow and investment fund availability;  
Conducts or assists in conducting in-depth studies concerning agency account policies and procedures and makes recommendations concerning same;  
Prepares or assists in the preparation of a variety of statistical, financial and other reports;  
Assists in the preparation of an agency's annual budget;  
Performs a variety of related specialized or general professional accounting tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and equipment; good knowledge of general accounting principles and procedures; ability to prepare complete and accurate accounting records and reports and statements of moderate complexity; ability to analyze records and financial statements and to draw logical conclusions there from; ability to understand and carry out complex oral and written directions; ability to secure the cooperation of others; ability to plan, organize and direct the work of others; mental alertness; good judgment in solving moderately complex accounting problems; high degree of accuracy; initiative; resourcefulness; tact; courtesy; and integrity.

**MINIMUM QUALIFICATIONS:**

- (A) Bachelor's degree from a regionally accredited or New York State registered four-year college or university with successful completion of eighteen (18) credit hours in accounting; **OR**
- (B) Associate's degree from a regionally accredited or New York State registered two-year college with successful completion of twelve (12) credit hours in accounting and either:

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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**(1)** One (1) year of accounting or auditing experience; **OR**

**(2)** Two(2) years of experience in maintaining financial accounts and records; **OR**

**(C)** An equivalent combination of experience and training as outlined by (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.